

# Library of Congress Q&A

## *NOTICE OF FUNDING AVAILABILITY DEVELOPMENT OF PRIMARY SOURCE-BASED TEACHER PROFESSIONAL DEVELOPMENT/EDUCATION, CURRICULUM AND TRAINING PROVIDER PROGRAMS*

1. **Q: What is the deadline for application submission?**

**A: Applications are due by 5:00 pm EDT, on May 20, 2016.**  
*Responders should submit one electronic copy of their proposal by email by the due date of May 20 and three unbound hard copies must be post marked on or before May 20.*

*Applications for this grant should be submitted to:*

Vivian Awumey  
Library of Congress  
101 Independence Ave. S. E., Washington, D.C. 20540-1300  
email: [vawu@loc.gov](mailto:vawu@loc.gov)

2. **Q: What if hard copies aren't mailed on time?**

**A:** *Responders should submit one electronic copy of their proposal by email by the due date of May 20 and three unbound hard copies must be post marked on or before May 20. Due to delays caused by the Library's security procedures, we recommend using an express mail service operated by the US Postal Service or a private company, such as FedEx or DHL, to send hardcopies of proposals. Applications received without hardcopies will be considered incomplete.*

3. **Q. Are the appendices included in the maximum proposal page count?**

**A.** *No, while the body of your proposal should be at most 15 double-spaced pages in 11 or 12-point font, the four appendices required are not included in this maximum number.*

4. **Q: Are all funds in the annual budget to be used to calculate the sum of the indirect costs?**

**A:** *Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs may total up to 15% of the total annual budget. Use the "Other" line item to include indirect costs in your budget.*

### UPDATE

*The last day to  
submit questions is  
Friday, May 13, 2016.*

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*Please fully review the  
Notice of Funding  
Availability before  
submitting questions.*

*Questions should be  
submitted in writing to  
George Daves*

[\(gdave@loc.gov\)](mailto:gdave@loc.gov)

*Chief, Grants  
Management Office.*

*We will be updating  
the Q&A as necessary.*

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5. **Q. What is the difference between program and administrative costs?**

A: *Program costs refer to those expenses that are directly related to offering professional development, creating curriculum, or conducting research. Administrative costs refer to costs associated with activities that have no direct link to the delivery of services to teachers and other Consortium members. Examples would be: office space and equipment, travel to meetings, employee time conducting administrative duties (reporting, paying bills, writing staff evaluations, etc.).*

*An individual's time may be distributed across both the program and administrative portions of a budget depending on the nature of the tasks undertaken.*

6. **Q. What is SAM.gov?**

A: *The System for Award Management (SAM) combined federal procurement (including grant) systems and the Catalog of Federal Domestic Assistance into one new system. The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability. SAM currently includes the functionality from the following systems: Excluded Parties List System (EPLS), Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), and the Online Representations and Certifications Application. All applicants must have an active registration on SAM.gov. Please note that registration in SAM is free.*

7. **Q. Where can I find templates for certifications required for submission with my proposal?**

A: *Online representations and certifications applications are on the SAM registration site: SAM.gov.*

8. **Q. Can the money from the grant be used for teacher or student travel?**

A: *The TPS program is a teacher professional development/education program. Grant funds may not be used for student travel. On some occasions, grant funds may be used to pay for teacher travel, if justified under the project that the grantee proposed during the application process. Please note, however, that proposal reviewers will judge submissions on the effective use of funds. Requests for funding for teacher travel should be accompanied by a strong programmatic justification.*

9. **Q. Could you please provide more specific information about TPS Consortium meetings, such as content, dates and locations?**

A: *The Library schedules two face-to-face meetings with Consortium members each year. One is a meeting for grant directors only and is usually hosted outside of Washington, by a Consortium member, typically during the winter. The agendas of directors meetings focus on the management of the program. The second is an All-Consortium meeting, which directors and one or two additional staff members from each program attend. The focus of these meetings is on program content and strategies. These meetings take place in Washington, usually between late spring and mid-autumn.*

10. **Q. Can travel and lodging expenses associated with TPS meetings and the orientation program be included in the budget? How many staff members of the primary applicant organization would be able or expected to attend? Would key staff from partner organizations also be able or expected to attend?**

A: *Yes, travel and lodging expenses should be included in your budget. Directors should plan to attend all TPS meetings. Up to two additional staff members, from grantee and partner organizations, may attend meetings at the discretion of grant directors.*

11. Q. In the NOFA section titled, Description of the Proposed Project, one sub heading is **testing**. Can we assume that means the same as evaluation?
- A. Testing in this context refers to the activities undertaken to ensure that the curriculum or workshop/course developed under this grant meets the needs of teachers, and is appropriate to disseminate more widely through the Consortium.
12. Q: **What do you mean by the “Educational Community that TPS serves”?**
- A. The TPS program serves K-12 pre- and in-service teachers by offering teaching materials and professional development and academic education targeted toward the effective use of the Library’s digitized primary sources in K-12 classrooms.
13. Q. **Are there certain types of projects that the Library seeks to fund?**
- A. The Library seeks to fund projects that are of need and value to K-12 teachers as they develop their ability to support student learning with primary sources. Projects proposed should reflect the applicants informed understanding of teacher needs. They should also show willingness and ability to marshal organizational strengths, relationships with the K-12 educational community, and participation in networks of educational organizations toward the effective delivery of TPS.
14. Q: **Does our organization have to have expertise in online learning to apply for a grant? Will the Library help us set up online courses to share our expertise?**
- A: Expertise in online learning is not required of every grantee. We intend to make grants to some organizations that have expertise in offering online programs, and expect them to assist others in the Consortium to build this capability, including suggesting a possible Consortium-wide solution to hosting online learning.
15. Q. **My organization engages in professional development, curriculum development and/or research. How do I decide the type of proposal to submit?**
- A. When you submitting a proposal you must indicate whether the main focus of your project will be professional development/education, curriculum development or research. In doing so, you are communicating a desire to be a leader within the Consortium in that area. All Consortium members, however, will be engaged in each of these three types of activities, to some degree. It is fine to include reference to another category of activity in your proposal as a secondary focus.
16. Q. **The maximum grant allowable is listed as \$300,000. How many grants at that level does the Library intend to make?**
- A. The Library anticipates making very few \$300,000 grants. Proposals that reviewers consider as asking for the appropriate level of funding needed for the scope and impact of the project proposed will have a higher likelihood of receiving funding.
17. Q. **Are school districts eligible to receive grants?**
- A. Yes, any public or private organizations, both not-for profit and for-profit, are eligible to receive grants, under this program. By applying for a grant, proposers are indicating their ability and desire to not only create and deliver TPS products and services, but also to lead in the development of the national TPS program.
18. Q. **Would our proposal be competitive if we added primary sources from our local state historical society? Can some of the topics selected for our project to be focused on state history or do they need to be focused more broadly?**
- A. The Library makes grant funds available specifically to build awareness of and ability to teach with our digitized primary sources and other resources that we make available to teachers. However, one of our broader purposes is to help teachers use primary sources effectively because

*of their transformational power to engage students and build their critical thinking and analysis skills. We know that there are many collections of curated primary sources, from reputable organizations, that can and should be used in combination with those we offer.*

*If you propose a project that includes focus on local sources, please consider how the methodologies you use could be implemented by other Consortium members in other states to create curricula that use both local and Library sources. Under TPS, each grantee will be tasked with devising approaches that can be disseminated throughout the Consortium, and beyond, as part of a national program. Strategies proposed should target local needs and opportunities with an eye toward how they might be common to those in other educational communities across the country. In this way, Consortium members can address local needs while suggesting methods that would be of value elsewhere.*

**19. Q. We intend to propose teacher professional development offered online. Does the Library have a preferred platform?**

*A. No.*

**20. Q. How will products developed under this grant be branded?**

*A. Currently, branding guidelines require TPS Consortium members to use both their and the Library's TPS logo on content and materials they create. Branding guidelines are subject to change in response to directives from the Library's Communications Office.*

**21. Q. My institution plans on proposing a scalable project. Is it alright that the funds requested in fiscal years 2018 and 2019 increase to accommodate this?**

*A. Yes, requested budgets for fiscal years 2018 and 2019 may increase to reflect plans to expand a proposed project, in the future. Reviewers will determine if the scale and cost of a proposed expansion are appropriate under the TPS program.*